

Burrillville Extended Care (BEC)

Board of Directors

Minutes

February 4, 2013

Called to Order and Attendance/Review Agenda:

Meeting called to order-by Juliette Lopez-Recinos (6:35 pm)

Members Present-Juliette Lopez-Recinos , Dawn Williams, Laura Fontaine, Newt Stevens Town Council Liaison John Pacheo

Members Absent-. School Committee Member, Mary Karmozyn

Others Present: BEC Program Directors Kelly Cournoyer and Assistant Director Lisa Nault, Office Manager Shannon Murphy

Minutes of the September 18th minutes to be accepted:

Laura Fontaine accepted the minutes; Dawn Williams second 3-0 motion passed

Correspondence:

Juliette Lopez- Recinos also welcomed newest member to the Board Town Council Liaison John Pachecho

Good and Welfare:

None

Old Business:

1. Financials

Shannon Murphy explained she is waiting on the audit report. She present last year's numbers as well as current. Last year showed a loss of \$ 17,691.63, due to paying Park and Recreation salary of 33,323.00 waiting on the accountant to due profit 15,000. This year currently profit 2,492.18 as it stands now. Kelly Cournoyer informed the board of an unemployment issue, when unemployment comes in we have to pay it. Shannon Murphy informed the board we are still paying the wages. Shannon Murphy informed the board that they claim should have been denied, but it was not turned in by the due date and in that case Burrillville Extended Care is required to pay it out. Newt Stevens asked about enrollment, and if bills are getting paid. Shannon Murphy did inform the board that families are on top of their bills. Newt Stevens asked if we have changed the age statue of our program. Kelly Cournoyer informed the board that the age statue has not changed and we accept children ages 5-12.

2. Budget

Kelly Cournoyer informed board that she presented the budget to the budget board. Our budget was 475, 000, so we have adjusted it to what we took in last year.

3. Halloween Spooky Night

Lisa Nault informed the board it was a hit. John Pacheo asked where it was located. Lisa Nault informed it was at Steere Farm. Kelly Cournoyer told the board we had a magician, we had 75 families total for both sites.

4. Santa on the Town Common

Kelly Cournoyer informed the board we had about 40 children. Santa

came on the fire truck and they got to sit on Santa's lap. Lisa Nault informed board that the tree was donated by Peterson Farm and Harrisville Fire Department donated the use of the truck as well as played Santa and put up the tree and the lights at the gazebo.

5. Fall Program Enrollment

Kelly Cournoyer informed the board it is going well.

6. Laptop/Computers for the children

Judy Lopez-Recinos asked if we have received the laptops. Kelly Cournoyer informed the board that we have received them and Ed Pienkos worked with the school department to be connected to their Wifi system. We have purchased two laptops, which stay at the sites for the children to do Reflex Math, Study Island etc.

New Business:

1. Alternate Serve on the board

Judy Lopez-Recinos informed the board that Louise at the Town Clerks Office is still trying to find out on having an alternate serve on the board.

2. Change meeting to every 2 months

Newt Stevens made a motion to move the meetings days to Tuesday instead of Mondays and amend the motion to meet every other month. Dawn Williams second the motion 4-0 vote

Motion passed. Judy Lopez Recinos mentions we will meet again on April 2.

3. Regarding Excused Absents

Judy Lopez Recinos informed the board about excused absents and if you miss three in a row we can vote as a board to have the member removed, as long as call in to the chair or someone else that something came up that can be an excused absent.

4. Sponsoring Town Events

Lisa Nault informed that after attending the Park and Recreation meeting and reviewing our budget it did not look like Burrillville Extended Care would be able to sponsor any town events, for example the Easter Egg Hunt and Santa on the Town Common. Lisa Nault explained to the board that we spoke to the Parks and Recreation board and they have agreed to work on these events and Burrillville Extended Care would be able to help out at these events, for example any staff they would need or anything they would need assistance with we are willing to help. Judy Lopez Recinos informed the board that she was at that meeting and that Parks and Recreation were taking care of these events.

5. Summer Rates/Tuition (flyer)

Kelly Cournoyer informed the board that our summer registrations will begin March 1 and that we were trying to come up with some incentive to try to attract more kids in and keep it more affordable to families and not have them go to other programs. Kelly Cournoyer presented the board with a flyer in regards to a summer discount to families if you register your child/children by April 1st. Newt Stevens

asked how competitive are our rates compared to the Blackstone Boys and Girls Club. Shannon Murphy informed the board that our rates are \$30.00 a day. Judy Lopez Recinos asked in regard to if the family registers by April 1st we would give them a credit of \$200.00. Kelly Cournoyer informed the board that it would drop their tuition down to 130.00 a week versus the 150.00, so the family would be saving 20.00 a week for tuition. Newt Stevens asked in regards to our current tuition is 150.00 a week and if they register by April 1st the tuition will be 130.00 a week. Kelly Cournoyer informed the board that if they register by April 1st for all 5 days it would be a \$20.00 saving a week for 10 weeks. Lisa Nault informed the board that we would just like to see us get more children. Kelly Cournoyer stated that we would like to see our program take 100 children per day. We normally operate with 70 to 80 children a day and we would like to reach our capacity of 100 children. Lisa Nault informed the board that if you register after April 1st you will be charged the regular tuition of 150.00 a week. Judy Lopez Recinos mentioned she received a letter from a patron in regards to complementary daycare for Town Employees, which includes Burrillville Extended Care, do we offer anything for Town Employees and /or Burrillville Extended Care Employees. Shannon Murphy informed the board that Burrillville Extended Care staff does receive the benefit of free day; Town Employees do not receive a benefit. Kelly Cournoyer did mention that discounts to Town Employees have been mentioned in the past even to the board members and we wanted to offer an incentive, but it never was brought up again. Shannon Murphy mentioned that if a

BEC Employee is working they receive free day care, but if the staff member is not they have to pay for their child to attend. Lisa Nault mention if we could offer an incentive to Town Employees to have their children come to our program that something the board can discuss. Judy Lopez Recinos mentioned that she feels Burrillville Extended Employees are an exception because they work for the program. As far as if people are not Town Employees and utilize our program we would have no room for our regular families which pay full price tuition. Judy Lopez Recinos mentioned having a committee and a workshop in regards to an incentive to Town Employees. Judy Lopez Recinos mention March 5th for the workshop, unless the room is unavailable. Judy Lopez Recinos asked if we would like to vote on the flyer, Newt Stevens and John Pacheo felt it was a great idea for the discount. Newt Steven said it would be a great idea especially to get a new family into the program. Newton Steven made a motion to have a discount short term rate for the BEC program, Laura Fontaine second the motion 4-0.

Meeting adjourned: Adjourned at 7:45 pm

Next Meeting: Tuesday April 2, 2013, 6:30 p.m., Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Submitted by:

Lisa A Nault

Burrillville Extended Care Assistant Director